

## **NGST Oral Presentation Guidelines**

The purpose of this memorandum is to establish the guidelines for conducting the oral presentation of the Process Improvement section of the NGST Observatory procurement. It is expected that each offeror submitting a proposal will present in a two-hour session their approach to process improvement.

### **Operating Rule:**

The Federal Acquisition Regulation (FAR) 15.102 allows for oral presentations. The exchange between the Government and an offeror shall be limited to clarifications in accordance with FAR 15.306.

### **Guidelines:**

1. See Section L of the Request For Proposal for a description of the process including content, presentors, and limitation of attendees.

2. Each offeror will be afforded the same opportunity for their oral presentation. The presentation will be two hours in length with a maximum 20-minute follow-up of questions. The offeror will be afforded a 30 minute set-up time prior to the commencement of their allotted 2 hour presentation. The following generic schedule will be used. The schedule assumes a fictitious start of 9AM for the presentation.

8:30 – 9:00	Set-Up	30 minutes
9:00 – 11:00	Presentation	2 hours
11:00 – 11:15	Break/Caucus	15 minutes
11:15 – 11:35	Follow-Up Questions	20 minutes
11:35 – 11:50	Break-down/Exit	15 minutes

2. No new materials are to be provided by the offeror. The presentation should follow the hard-copy document delivered as part of the proposal. Any new material will not be considered and handled consistent with the rules for “late proposals.”

3. All sessions will be videotaped. The tapes will be held internally to the Government and will not be released. (The RFP does provide the Government the right to release a copy of the offeror’s presentation to the company at a later date.)

4. All contact between the SEB members and the offeror should be limited to the formal setting of the meeting room.

5. Meetings will promptly start on the published schedule to ensure that the next meeting occurs on time.

6. The place for these presentations is room N200G in building 7 of Goddard Space Flight Center. As previously announced, the room is available for inspection. GSFC will provide standard vu-graph projectors (2) for your use. If a contractor desires to make an electronic presentation, there is an EPSON Powerlite 7000 XB computer projector available for use with the offeror’s own computer. This device will provide

XGA resolution and is compatible with most MAC and IBM compatible computers. There may need to be special interface connectors for some computers. The offeror will be responsible to ensure any such connectors are available if they use this equipment.

The Government would suggest that offerors utilize their own equipment in order to ensure familiarity with the equipment and avoid interface problems. The Government will not be responsible for the proper functioning of this equipment. Presentations will not be delayed, postponed, or rescheduled due to equipment problems.

7. Names of all attendees and support personnel are required by 9AM May 24, 1999. (This list should include the person's name, home address, employer's name, and country of citizenship.) If any of the offeror's participants are not US citizens, then additional information and time is required to obtain clearances. If the non-US citizens have valid "Green cards," then the offeror may submit this information along with the other information required on May 24, 1999. If the non-US citizens do not have valid "Green cards," then the information cited above is required by 9AM May 21, 1999 to allow for sufficient time to process the appropriate clearances.

While substitutions may be made by the offeror for the list of 8 attendees at the presentation up to the start of the presentation, the offeror is responsible for ensuring that all names are of attendees and support personnel are properly cleared for admittance to GSFC.

8. The Government will provide a staging area (Conference room # 2 or N200D of building 7) across the reception area from the presentation room. This room is available for the offeror to use prior to and during the allotted period for the offeror. The offeror may bring additional support personnel for their use BUT these people will not be allowed in the presentation room during the presentation. The support personnel will be restricted to the staging area. If for example, equipment problems occur and these people are admitted to the presentation room; then the presentation will stop BUT the time allotment will continue.

9. NOTE that the RFP specifically provides that any material not presented will NOT be considered part of the proposal.

10. Any conflict between this document and the provisions of the RFP will be resolved in favor of the RFP.